

SENIOR PLANNER

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Performs intermediate professional and responsible administrative work coordinating a variety of planning functions; assisting with enforcement of Zoning Ordinance; providing technical assistance; coordinating review of and reviewing land development applications; conducting final site inspections of construction projects; does related work as required. Work is performed under general supervision. Limited supervision may be exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Providing case management for complex land development and applications; preparing reports and analyses related to land use and zoning issues; overseeing and preparing Comprehensive Plan updates.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Oversees and prepares updates/revisions to the Comprehensive Plan; presents revisions and completes final drafts.
- Coordinates review of land development applications among County and outside agencies;
- Reviews applications for conformance with zoning ordinance, subdivision and comprehensive plan, and other County policies and regulations.
- Prepares reports and recommendations for land development applications; presents to various County committees and various County boards that are decision making or reviewing bodies.
- Conducts detailed deed and related research to determine if land can be divided.
- Provides technical assistance and information to citizens, property owners, land developers, design professionals, associates, boards/commissions and other governmental agencies regarding Subdivision/Zoning Ordinance, Comprehensive Plan, land development review process, County regulations and related issues.
- Provides guidance to applicants, citizen committees, public agencies or others in understanding impact of issues; raises issues to ensure applicants and public agencies are aware of impact on the overall community and various community services.
- Attends, coordinates, participates in and makes presentations at various committee and board meetings.
- Conducts research and special projects; prepares/presents statistical/technical reports; prepares planning and related studies.
- Trains and assists subordinate personnel in the more complex issues related to various planning functions.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the theory, principles, practices and techniques of planning as they pertain to the design and development of urban and regional areas, planning research, zoning and community renewal activities; general knowledge of the various ordinances, codes and regulations pertaining to planning, zoning and community development; thorough knowledge of research methodology and of standard statistical procedures; ability to plan, organize and carry out difficult research projects effectively; ability to present the results of research effectively, in oral, written and graphic form; ability to establish and maintain effective working relationships with associates, subordinates, municipal officials, representatives of other agencies and members of the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in planning or related field and some experience in professional planning work including some zoning experience.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires standing, walking, pulling, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.